



## ATTENDANCE POLICY

Allegiance STEAM Academy (ASA)-Thrive recognizes regular school attendance is essential for academic success. ASA Thrive is required to maintain and report daily attendance for all students. These reports, or the school's Average Daily Attendance (ADA) form the basis for the majority of our public funding. As used in Education Code Section 47612, "attendance" means the attendance of charter school pupils while engaged in educational activities required of them by their charter schools, on days when school is taught.

ASA Thrive has set a goal for 98% average daily attendance. ASA Thrive staff asks that you please make every effort to have your student **on time and in school each day**. Please schedule vacations and doctor visits on minimum days, school breaks, and after school as much as possible. Obviously we understand things happen that are out of your control, for example an unexpected illness or family emergency, etc. Please notify the office staff as soon as possible in such cases.

### Absences

If your student is going to be absent for any reason from school, please notify the office by 9:00 AM through email at **[attendance@asathrive.org](mailto:attendance@asathrive.org)** or call **(909) 465-5405**. Office staff would prefer an email regarding the absence, to help with call volume in the morning. You may choose to include your child's teachers in your email, but it is not necessary.

California Education Code Sections 46010 and 48205 identify the acceptable reasons for "excused" absences as follows:

- Illness
- Medical or dental appointments
- Funerals in the family (1 day if in California, 3 days if outside California)
- Religious holidays
- The quarantine of the family by health officials, and
- Necessary court appearances

As a matter of law, all other absences are considered “unexcused”.

If you do not report your child’s absence on the day(s) he/she is absent, the school will make an attempt to contact the Parent/Guardian, once a day for three days. After the third day, if we have not heard from you the absence will be marked as “unexcused.”

### **Tardies**

Please plan to give yourself plenty of time to drop off before gates close promptly at 7:58 a.m. Classes start promptly at 8:00 a.m. Students who arrive after school starts **MUST** check in at the front office. A parent or an adult, must sign them in and students will need to take a tardy slip to their classroom.

### **Truancy**

California Education Code §48260 states: A pupil subject to compulsory full-time education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof shall be classified as a truant and shall report to the CEO/Principal or designee.

### **Early Release**

Please do not call the office if you will be signing your student out early. We will not call your student out of class until you arrive to the office and sign your student out. Please give yourself plenty of time in order to allow for the office to locate your student and give your student time to gather their belongings. Any adult picking up a child who is not the child’s parent or guardian must be listed on the child’s Emergency Card. We will require ID to be presented to Office Staff prior to your child being released.

### **Independent Study**

If your student is going to be absent for one or more days, for any reason, please let the office know as soon as possible and we can place your student on Short-Term Independent Study (IS). Short-Term IS agreements are agreed upon by the student, parent, and teacher. The teacher will create a detailed list of the assignments the student will complete in a timely manner and submit to the teacher for school attendance. A student may use an IS agreement for a duration of more than five and up to 20 days once in an academic school year.